

ROICC OSH PROGRAM MANAGEMENT EVALUATION

Date of Evaluation _____

Activity _____

Evaluation Conducted by _____

Summary of Deficiency notices issued: # _____ to _____

I. GENERAL

INBRIEF WITH ROICC

Attended by: _____

Was Office Safety Representative present? Yes _____ No _____

BULLETIN BOARD POSTED ITEMS:

OSH Responsible Person posting
Unsafe Unhealthful condition Forms available
Guidance for Supervisors/Federal Employee Injured at Work
Dispensary Permits
Contractor Serious Mishap Reporting Criteria/Protocol
OSHA 300 Log or equivalent

LIBRARY:

Safety Manuals: EM385-1-1 English (hard copy & electronic, Spanish (electronic));
[<http://www.hq.usace.army.mil/soh/EM385/385TOC.htm>]
NAVFAC Fall Protection Guide for Ashore Facilities (20 May 2003)
[<http://www.navfac.navy.mil/safety/site/Fall/docs/fall03.pdf>]
Construction Hazard Awareness Safety Training Manual;
Managing Asbestos Abatement for Demolition Contracts; A Field Procedure Manual for OICC/ROICC, TM-2210-ENV (September 1996)
Managing Asbestos Abatement for Renovation Contracts; A Field Procedure Manual for OICC/ROICC, TM-2211-ENV (September 1996)
Special Asbestos Projects in Renovation Contracts, TM-2284-ENV (August 1998)
Lead Paint Removal Quality Assurance Manual for Renovation/Demolition Contracts at Non-Housing/Non-Child Occupied Facilities, NFESC TM-2285-ENV (August 1998)
Industrial Ventilation Installation Guide for Resident Officers in Charge of Construction (ROICC's) (NEESA 70.2-013, September 1993)
[<http://enviro.nfesc.navy.mil/esc425/IVPub.htm>]
ASTM E1368 Std. Practice for Visual Inspection of Asbestos Abatement Projects
[<http://enviro.nfesc.navy.mil/esc425/AsbPub.htm>]
Heavy equipment 'NO ZONE CHART'

Note: Additional NAVFAC publications can be found at:

<http://navfacilitator.navfac.navy.mil/docs/default.cfm?type=1>

NFESC publications can be found at: <http://enviro.nfesc.navy.mil/esc425/NoshArBr.htm>

NCC publications can be found at: <http://ncc.navfac.navy.mil/>

Safety policies/guidance can be found at: <http://www.navfac.navy.mil/safety/>

Excellent _____ Satisfactory _____ Unsatisfactory _____

Comments: _____

OFFICE INSPECTION: Is an annual safety inspection conducted in accordance with OPNAVINST 5100.23 (latest series) and NAVFAC 5100.11 (latest series)

Yes ____ No ____

Review of Inspection: _____

CONTRACTOR SITE ASSESSMENTS: Scheduled? Yes ____ No ____

Review of Assessments: _____

II. MEETING WITH ENTIRE STAFF.

Topics Discussed:

Questions & Action items:

III. CONTRACT AUDIT:

Contract Review (Number 1)

TYPE OF CONTRACTING VEHICLE: (CIRCLE ONE) MILCON; BRAC; JOC; SMACC; SBMACC;
SOC; TOC, BOSS, IDQ, MACC; O&M

CONTRACT TITLE _____

CONTRACT # _____

ENGINEER _____ CON REP _____ PRECON MINUTES _____

HAVE NOTICES OF NONCOMPLIANCE BEEN ISSUED _____

ACCIDENT PREVENTION PLAN _____ AHAs _____ OTHER PLANS _____

COMMENTS: _____

CONTRACTOR EMPLOYEES CERTIFIED: YES ___ NO ___ CERTIFICATION _____

DEFICIENCIES: _____

HAS CONTRACTOR SITE ASSESSMENT SURVEY BEEN PERFORMED? YES ___ NO ___

COMMENTS: _____

Contract Review (Number 2)

TYPE OF CONTRACTING VEHICLE: (CIRCLE ONE) MILCON; BRAC; JOC; SMACC; SBMACC;
SOC; TOC, BOSS, IDQ, MACC; O&M

CONTRACT TITLE _____

CONTRACT # _____

ENGINEER _____ CON REP _____ PRECON MINUTES _____

HAVE NOTICES OF NONCOMPLIANCE BEEN ISSUED _____

ACCIDENT PREVENTION PLAN _____ AHAs _____ OTHER PLANS _____

COMMENTS: _____

CONTRACTOR EMPLOYEES CERTIFIED: YES ___ NO ___ CERTIFICATION _____

DEFICIENCIES: _____

HAS CONTRACTOR SITE ASSESSMENT SURVEY BEEN PERFORMED? YES_____ NO_____

COMMENTS:_____

Contract Review (Number 3)

TYPE OF CONTRACTING VEHICLE: (CIRCLE ONE) MILCON; BRAC; JOC; SMACC; SBMACC;
SOC; TOC, BOSS, IDQ, MACC; O&M

CONTRACT TITLE _____

CONTRACT # _____

ENGINEER _____ CON REP _____ PRECON MINUTES _____

HAVE NOTICES OF NONCOMPLIANCE BEEN ISSUED _____

ACCIDENT PREVENTION PLAN _____ AHAs _____ OTHER PLANS _____

COMMENTS:_____

CONTRACTOR EMPLOYEES CERTIFIED: YES_____ NO_____ CERTIFICATION _____

DEFICIENCIES: _____

HAS CONTRACTOR SITE ASSESSMENT SURVEY BEEN PERFORMED? YES_____ NO_____

COMMENTS:_____

IV. PRE-CONSTRUCTION CONFERENCES

a. Documentation, which verifies notice of scheduled conferences, has been provided to activity Safety Office?

Satisfactory _____ Inconsistent _____ Unsatisfactory _____

b. Applicable safety discussions documented in pre-con minutes?

Excellent _____ Moderate Emphasis _____ Minor Emphasis _____ Poor _____

V. ACCIDENT PREVENTION PLANS (APP)

a. Plans are submitted with Hazard Material Inventory & Material Safety Data Sheets (MSDSs) as required by the contract?

Satisfactory _____ Inconsistent _____ Unsatisfactory _____

b. Plans are reviewed and accepted prior to start of work by ROICC authorized personnel?

Yes_____ No _____

c. Meetings are held with contractors to discuss hazards and maintain control relative to their APP or Activity Hazard Analyses (AHA) and the work involved?

Always_____ Most of the time_____ Seldom_____

d. AHAs are reviewed 'on site' and briefed with work crews prior to execution?

Satisfactory _____ Inconsistent _____ Unsatisfactory _____

e. Contractor lists designating 'competent persons' on site (i.e. confined space monitor; scaffold inspections; equipment operators, excavation/trench inspection) are current?

Satisfactory _____ Inconsistent _____ Unsatisfactory _____

VI. ENFORCEMENT OF SAFETY PROVISIONS

a. Documentation of actions taken by ROICC to evaluate effective contractor safety inspections and actions taken to improve performance.

Significant _____ Occasional _____ No Documentation _____

b. Documentation of serious safety violations, including written notice to contractors and record photographs.

Satisfactory _____ Inconsistent _____ Unsatisfactory _____

c. Actions taken to stop work in imminent danger situations.

Satisfactory _____ Inconsistent _____ Unsatisfactory _____

d. Follow up procedure and documentation of actions taken to ensure violations are corrected.

Satisfactory _____ Inconsistent _____ Unsatisfactory _____

e. Records of safety meetings held by contractors as required by EM 385-1-1 are maintained.

Significant _____ Occasional _____ No Documentation _____

VII. ACCIDENT INVESTIGATION AND REPORTING

Documentation verifies the following:

Contractors make initial notification of incidents.

ROICC staff response to 'notification' is timely and efficient.

Contractor report is provided to ROICC within five days.
ROICC staff evaluates the contractor report and ensures effective corrective controls implemented.
ROICC investigates to determine causal factors.
ROICC enters investigation findings into FAIR in timely manor.
ROICC investigates and reports all mishaps involving NAVFAC personnel/property in accordance with OPNAVINST 5100.23 (latest series) and NAVFAC 5100.11 (latest series).

Excellent _____ Satisfactory _____ Inconsistent _____ Unsatisfactory _____

Comments: _____

VIII. FAIR AND MANHOUR REPORTING

FAIR Accident Reports and Quarterly Manhour data submitted as required:

Satisfactory _____ Inconsistent _____ No Documentation _____

Comments: _____

IX. PERSONNEL SAFETY TRAINING STATUS:

a. NFOR status current? Yes _____; No _____;

b. In-house Safety Training Scheduled? Yes _____; No _____;

Frequency _____

Topics & Dates _____

c. New employees received safety training as required?

All _____ Most _____ Some _____ None _____

d. Military and Supervisors received annual safety training as required?

All _____ Most _____ Some _____ None _____

e. ROICC Staff has safety related training necessary for effective inspection of contract execution?

Excellent _____ Satisfactory _____ Inconsistent _____ Unsatisfactory _____

f. Staff has completed two-part safety correspondence course based on EM 385-1-1?

All _____ Most _____ Some _____ None _____

g. Staff has successful completed the NAVFAC 40 hour Construction Safety Hazard Awareness course required by P-445?

All_____ Most_____ Some_____ None_____

Training deficiencies:_____

Additional Comments: :_____
